



St Bartholomew's

Church of England Primary School

Headteacher: Richard Restall
www.stbartscofeschool.org.uk

Leave of Absence Application

Any term-time absence from school must be, and is only granted, in exceptional circumstances and is at the discretion of the Headteacher. It is only with the Headteacher's approval that an absence will be authorised.

At St. Bartholomew's C. of E. Primary, we are committed to raising standards and providing the best opportunities for all of our pupils. Regular attendance and punctual time keeping are essential in this. It is also acknowledged that there are occasions, when due to **exceptional circumstances**, families cannot avoid requesting additional leave during term-time and this is only granted at the Headteacher's discretion, on behalf of the Governors.

In requesting leave, the reasons for the additional time away from school are very carefully taken into consideration. Family holidays are not an exceptional circumstance.

For further information, please visit

www.gov.uk/school-attendance-absence

Request Details:

Child's name: _____

Class: _____

Dates requested: from _____ (date of first absence from school)

to _____ (date of return to school)

Reason for request:


Signed: _____

Relationship to child: _____

Date: _____

"Outstanding education, underpinned by distinctively Christian values, developing our pupils academically, morally and spiritually, within and as part of the wider community."

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